

## Introduction (continued)

### SCPRS

DATE

### New User Page

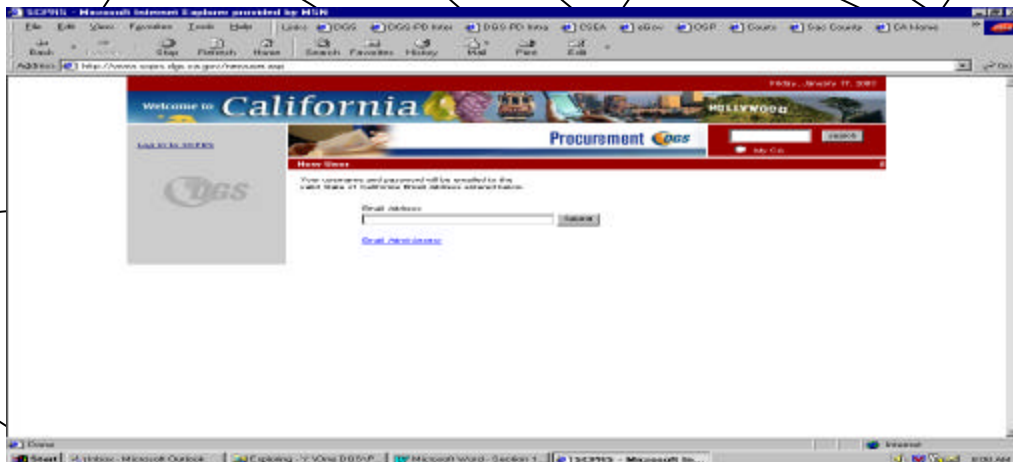
The screen below provides a box for the user to type in a **valid** State of California email address. This is the same one normally used during your daily work and the one assigned to you by your department. All email from the SCPRS uses this email address to communicate with the user. If a user has more than one email, please use the one where you wish to receive SCPRS emails.

**Do not enter the password that you usually use at your office for your own department's automated systems - it will not work.** You must request a new password from DGS that is generated by the SCPRS system. You can change it once you log-in.

This screen also provides a link to the [Email Administrator](#) that takes you to a blank email where you can send a message to the SCPRS administrator.

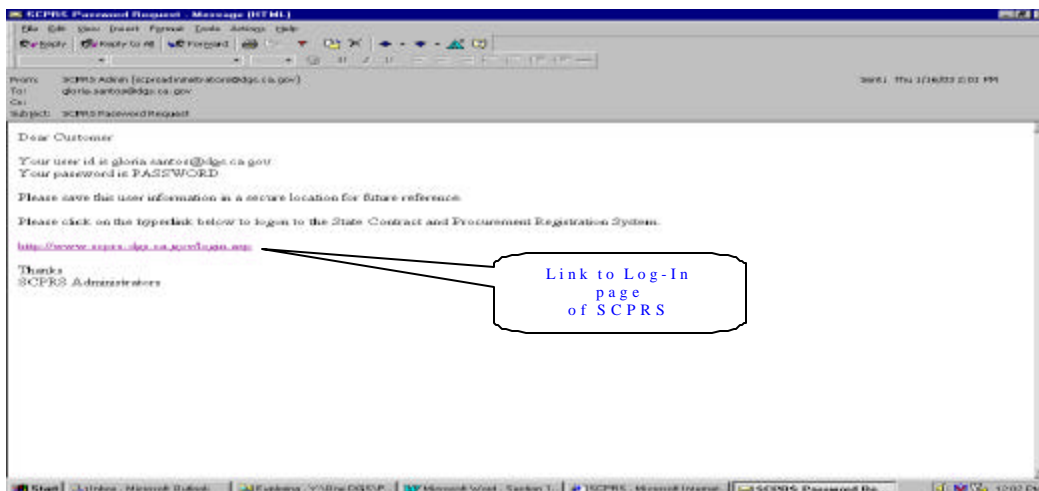
### Initial Password link

After you have correctly entered your email address, click on the gray **Submit** button. Within seconds, you will receive a response in your usual email system, such as Outlook, GroupWise or Lotus Notes, from the SCPRS with your new first time password. All email sent to you from SCPRS arrives in your own email system based on the valid email address you supplied.

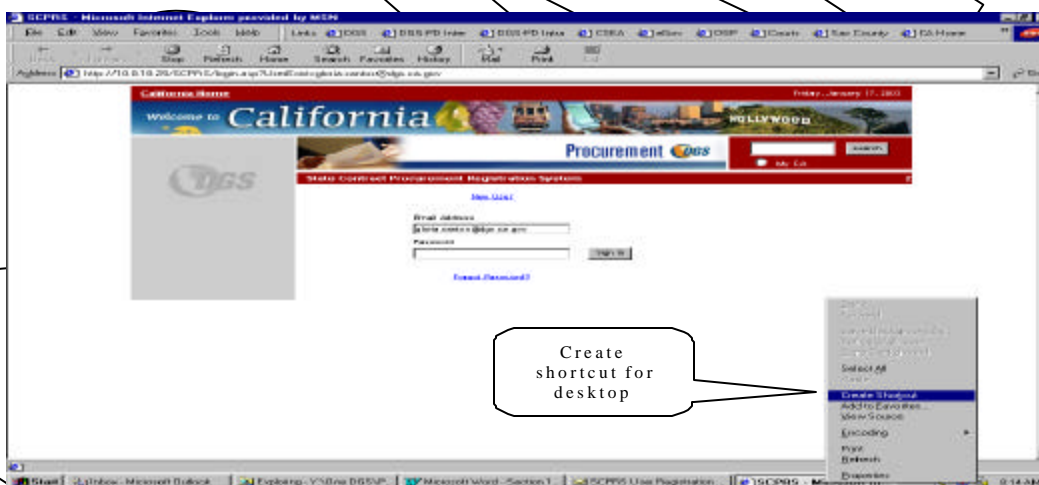


The first email received from SCPRS shown below includes the new password that allows you to log-in into the SCPRS. You may want to write down your password and save this email for future reference. The email also contains a link that leads you directly to the log-in screen of SCPRS (shown earlier in this document). Click on this link to take you to the SCPRS.

**Note:** Passwords are not case sensitive in the SCPRS.



For convenience, the user may want to add a shortcut on their desktop to provide a quick link to the SCPRS. At the log-in screen, click with the **right button** on top of your mouse. Select the **create shortcut** on the small menu that appears. A shortcut icon appears on your desktop screen and allows you to quickly return to the SCPRS system (see screen below for this menu that appears when you right-click your mouse). You can also add the SCPRS log-in page to your Favorites list on your browser. For specific training for your particular Browser software, please contact your department/agency's computer support or help desk staff.



### **Forget Password link**

Another link on the log-in screen provides the user assistance if they forget their password. Click on the link to go to a screen that is similar to the 'Initial Password' screen. The user must enter the **same email address** used when they initially entered the system. Click on the gray **Submit** button and an email will be delivered to you with the last password you used.

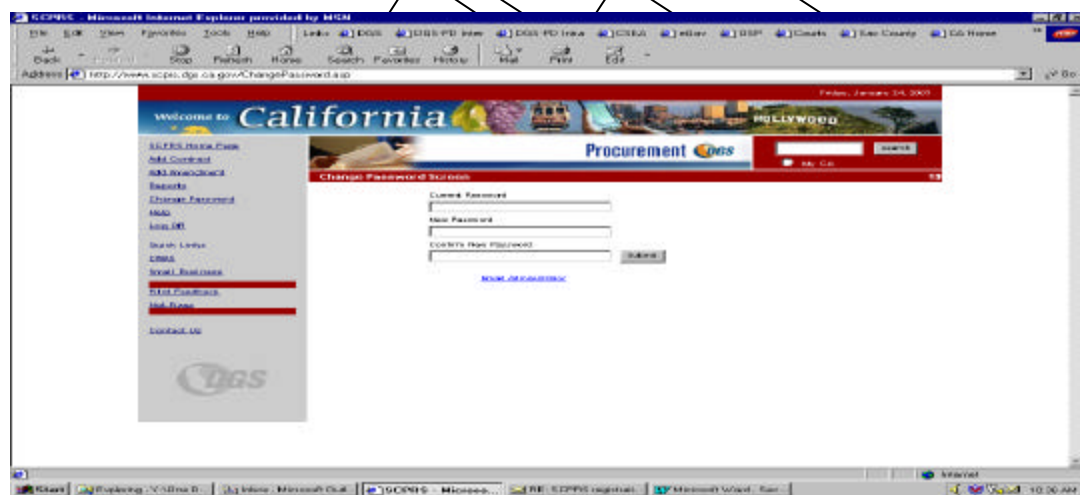
**Note:** If you do not remember your password, you must use this screen to receive assistance. Your password is inaccessible to SCPRS staff and this method provides a response from SCPRS in only seconds.

### **Log-In boxes**

The first time you log-in SCPRS, enter your normal work email address and use the password that the SCPRS system sends you in your first email. Once in the system you can change your password.

### **Change Password**

Click on the link for [Change Password](#) that is located in the left hand of the screen in the gray area. The following screen appears.



Type in your current password in the first box and your new password in the next two boxes. The new password must be at least 8 characters long. You may use all capital letters, all small letters, or a combination of both. You may also use a combination of numbers and letters. Do not use special characters such as # signs or % signs. Click on the gray **Submit** button. A *thank you* screen appears and states that your password has been changed and your new password has been emailed to you. This is confirmation that your password was changed.

### **Contact Us**

The SCPRS provides a link called **Contact Us** that automatically opens a blank email message addressed to the SCPRS Administrator [scprsadministrators@dgs.ca.gov](mailto:scprsadministrators@dgs.ca.gov). The **Contact Us** email link on the Introduction Page (and on the gray left side of each screen once logged into SCPRS) should be used for questions, concerns and requests for data changes. Enter information into the subject line, add your message, and include sufficient information for us to contact you. When you are finished entering your information, send your message to SCPRS as you would normally send any other email.

## Sign-In and Welcome to SCPRS Page

After a user successfully logs-in to the SCPRS by entering a valid email address and valid password, they will come to the first screen in the SCPRS as shown below. Information on this **Welcoming** page is contained in Section 2 of the Users Guide.



**Note:** *The system will automatically log you off after 20 minutes* if you have not actively been working in the system, i.e., if the system sits idle. When you do attempt to change a screen or add data, the system will inform you that you have been logged off and must log-in again (see screen below). Simply click on the [SCPRS Log-In](#) link and re-enter your ID and your password.

## Log-Out

When you click on the log-out link located in the left gray area of the screen, you see the screen below.

